



Project Angel Heart Seeks Office Coordinator

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

Position Summary: Provides assistance with a broad range of detailed administrative, human resources (HR), accounting, and office related duties in high-paced environment, working directly with the Senior Vice President to support staff in all departments and overall agency management.

Amount of Time and Status: Exempt, 40 hours per week, Monday – Friday

Reports to: Senior Vice President

Essential Responsibilities:

- Provides ongoing and broad administrative assistance to Senior Vice President, including detailed writing, data entry, accounting, filing, and overall correspondence as directed
- Performs regular check deposits and credit card data entry in Quick Books accounting system, as well as weekly accounts payable processing, reimbursements, vendor correspondence, monthly staff report production, audit preparation and other accounting work
- Primary liaison between staff and off-site IT/server contractor. Second of two primary contacts for security/alarm concerns. Issues key cards and sets door locking schedules for facility
- Performs initial troubleshooting for IT and connectivity issues with immediacy, contacting vendors and providing timely staff updates
- Assists with regular document and process edits and updates; drafts and maintains internal documents such as Employee Handbook, personnel policies, onboarding documents, organizational charts, vehicle policies, forms and others
- Oversees organizational credit cards for staff, compiles and enters statements monthly
- Orders certain organizational printed materials including letterhead, envelopes, name tags, business cards, and others
- Responsible for billings as directed for the Meals for Care Transitions program on a bi-weekly basis and communicates any and all discrepancies to necessary Project Angel Heart staff
- Oversees Human Resources processes including job postings, resume screening, employee onboarding and file maintenance, annual review administration, benefit administration, staff food purchasing program and staff biographies, ongoing staff anniversary recognition, payroll assistance and research and coordination of educational opportunities and trainings
- Works in and is seen as the agency expert in the online HR system, including onboarding document management, mandatory training schedules for staff, PTO and timesheet management, answering staff inquiries, etc. Stays current on HR laws, compliance and changes, and attends ongoing update trainings
- Coordinates monthly staff meetings and executes agendas set by Executive Leadership team, communicates with internal presenters, brainstorms and schedules external presentations and trainings in line with strategic plan goals and values
- Ensures that agency values and initiatives around inclusivity, diversity and equity are continually furthered and present throughout systems, benefits, teams and hiring processes

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- Covers front desk in case of Monday-Friday absence and serves as regular front desk backup
 - Communicates regularly and proactively with the staff regarding administrative and overall agency items including weekly update email
 - Performs vendor research as directed to ensure cost savings and responsible budget adherence; oversees contract negotiations as primary project contact
 - Assists Operations & Sustainability Manager as necessary with initiatives addressing the agency's sustainability values, including organizational efficiency changes that improve environmental and fiscal sustainability; sustainability-related statistics, staff activities or presentations, renewal of certifications, seals and other standards
 - Performs office errands as assigned to restock various cards, purchase plants for new staff, etc.
 - Other duties as assigned

Required Qualifications/Experience:

- Minimum two years administrative, HR and bookkeeping experience or equivalent required; college degree highly preferred
- Extreme detail-orientation and accuracy with numbers and written documentation required
- Talent for creating and implementing systems and processes for maximum efficiency and effectiveness
- High computer proficiency; experience with Microsoft Office and Quick Books; quick adaptation to new programs a must, WordPress experience a plus
- Excellent written and verbal communication skills, including outstanding knowledge of grammar and ability to tailor writing tone to a variety of audiences and contexts
- Deadline-driven with a strong ability to forecast unforeseen challenges for executives and accomplish tasks proactively
- Dependability, strong problem solving and organizational skills
- Ability to balance, prioritize and perform multiple tasks
- Passion for Project Angel Heart's mission and desire to work as part of a staff team
- Prior experience supervising staff or volunteers helpful
- Willingness and ability to maintain confidential information and work with diverse populations
- Valid Colorado Driver's License and own transportation

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using fax, copy, and postage meter machines. Position may require occasional moving of materials up to 45 pounds around the office or in and out of a vehicle.

Compensation:

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:

Please submit resume and cover letter via email only to jobs@projectangelheart.org. No phone calls, please. Cover letter must explain why you are interested in this particular position, why specifically at Project Angel Heart, and salary expectations. Promising candidates may first be contacted via e-mail. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately